

Multnomah Education  
Service District

Code: EGACA-AR(2)  
Revised/Reviewed: 2/11/13; 4/16/13; 9/28/16;  
10/10/17

Request for Cell Phone Use

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

PEID: \_\_\_\_\_

Department: \_\_\_\_\_

Job Assignment: \_\_\_\_\_

MESD-Owned Cell Phone Use for MESD Business

➤  I have read and agree to the regulations set forth in administrative regulation EGACA-AR(1) relative to assignment of an MESD-owned cell phone for MESD business use.

➤ **SELECT ONE OF THE FOLLOWING OPTIONS:**

A.  CELL PHONE: I am requesting use of an MESD-owned cell phone for MESD business.

B.  STIPEND: I will use my privately-owned cell phone for MESD business and am requesting a stipend, not to exceed:

Choose one amount:

\$10 per month if used during the work day

\$20 per month if on call 24/7

➤ By signing below, I acknowledge that MESD-owned phones may be confiscated and searched at any time. If receiving a stipend, I understand that all phone records, text messages, emails and other communications made with my personal cell phone may be public record. Further, I understand that this request will be re-evaluated as needed, but at least annually.

\_\_\_\_\_  
MESD Employee Signature

\_\_\_\_\_  
Cabinet Director Signature

Approval date: \_\_\_\_\_

Effective date: \_\_\_\_\_

**Note:** A copy of this form will remain in the cabinet director’s files. **For stipends only**, the original form needs to be turned in to Payroll by the 15th in order to be on that month’s paycheck. This form must be completed annually to continue the stipend for use of MESD-owned phone.

Office Use Only: MESD cell phone no. assigned